



U.S. General Services Administration

# FedFleet 2020

The graphic for "FedFleet 2020" features the text "FedFleet" in a large, bold, teal font, followed by "2020" in a smaller, teal font. To the right of the text is a cluster of five hexagons. The top-left hexagon is teal and contains a white wrench and screwdriver icon. The bottom-left hexagon is teal and contains a white dump truck icon. The middle hexagon is grey and contains a white fuel pump icon. The top-right hexagon is white with a teal border and contains a teal car icon.

## How to Pay Your GSA Fleet Bill

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# Consequences of Unpaid Bills

STR  
Ordering  
Restriction

Restriction on  
Ordering Additional  
Vehicles

Interest &  
Penalties

# Interest, Penalties, & Administrative Fees

## Interest

- Rate is set by Treasury
- Interest starts at 30 days after invoice statement date

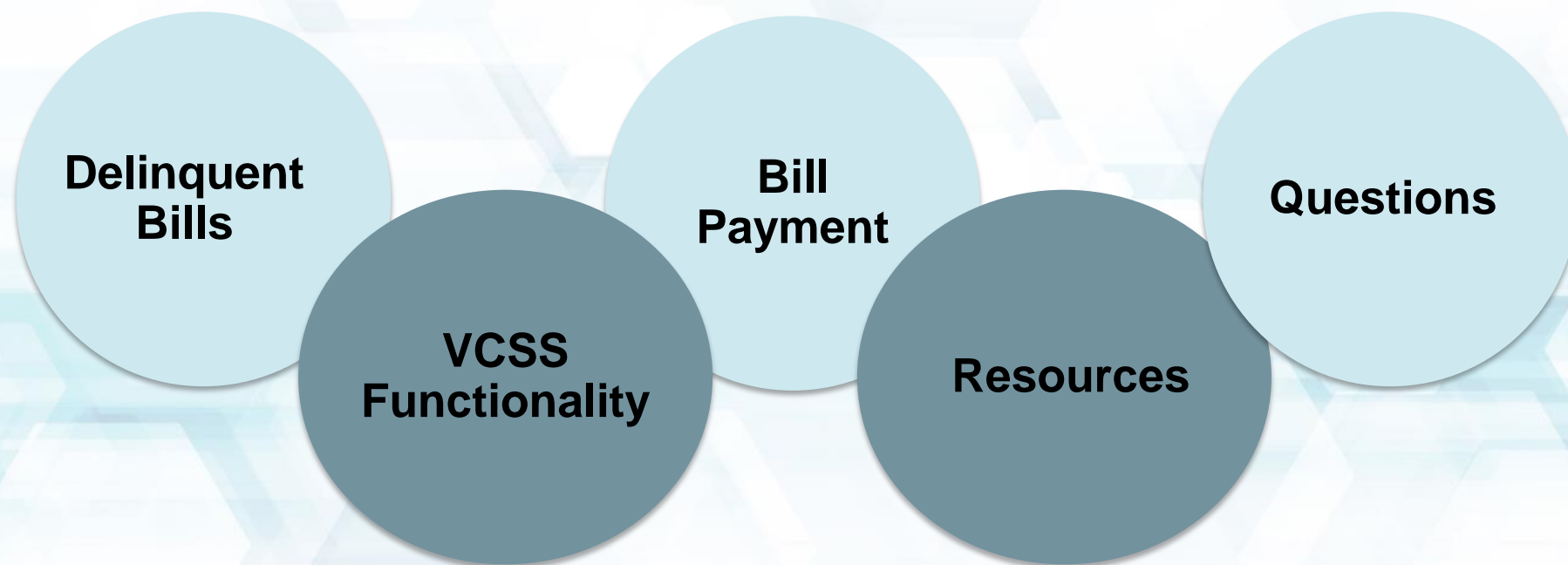
## Penalties

- Penalty assessed is 6%
- Starts at 60 days after invoice statement date

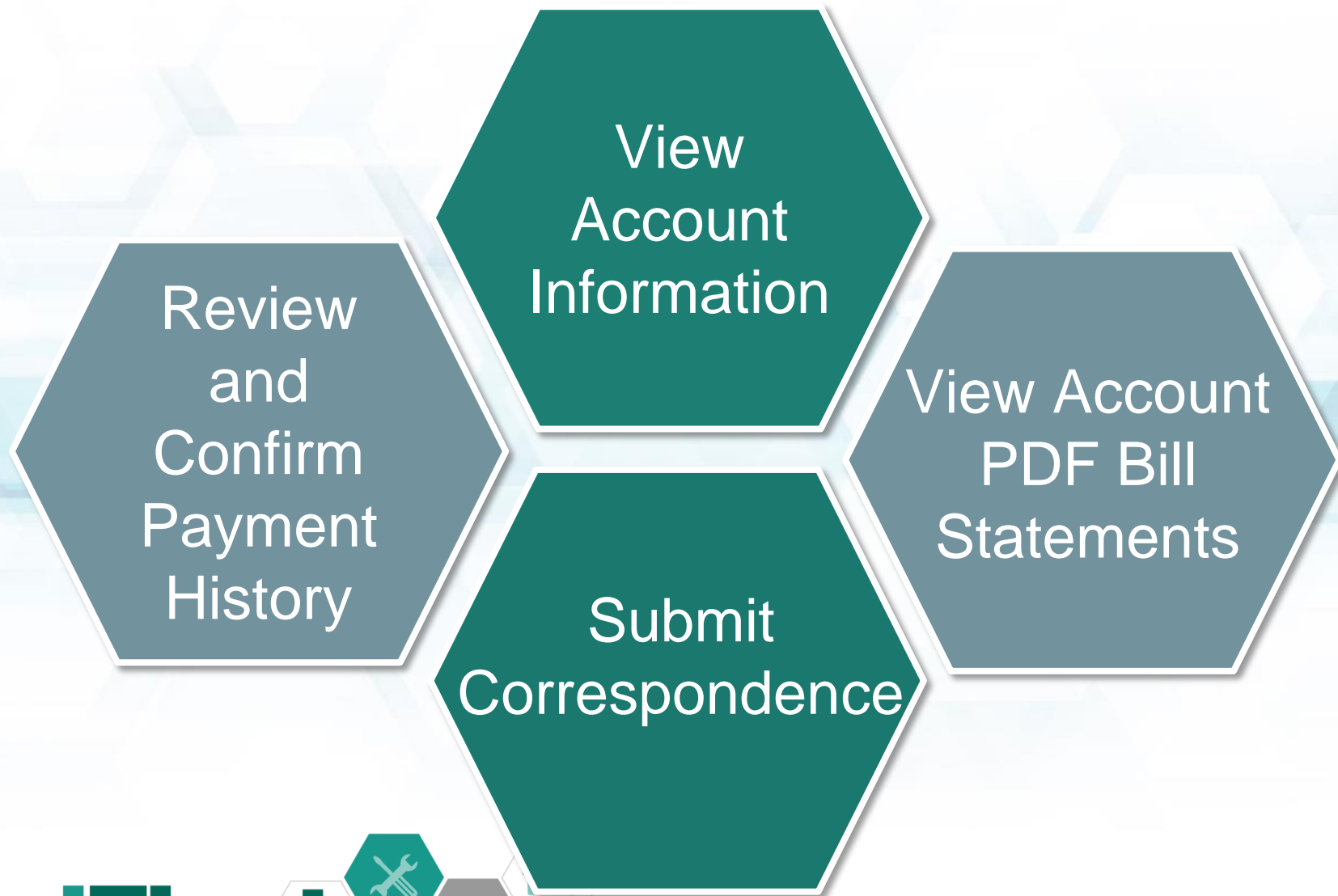
## Administrative Fees

- Administration fee is \$10/mo
- Starts at 60 days after invoice statement date

# Bill Payment Topics



# VCSS is Your Friend!



# VCSS Registration & Access

- You should have access!
- Step by Step [registration instructions](#)
- Account Administrator

# Methods to Pay Your Bills





# Easiest way to pay your bills (CIV)

- Intragovernmental Payment & Collection



- Automated payment of charges based on your Agency Location Code (ALC)
- Request to add your ALC to your BOAC and IPAC will start on the next billing cycle
  - IPAC Payments are not retroactive



# Easiest way to pay your bills (DoD)

- SpeedPay Module



- Automated payment of charges based on your Line of Accounting (LOA)
- Add your LOA in SpeedPay and IPAC will start on the next billing cycle
  - Payments are not retroactive



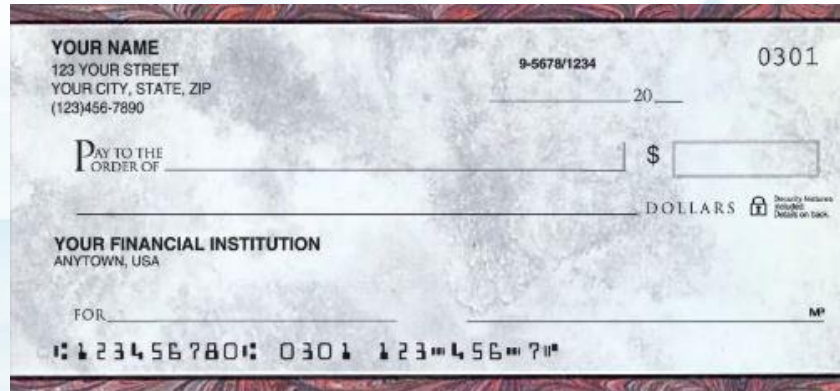
# DFAS

- For DoD Non-IPAC statements
- Requires manual certification of invoices
- Statement and funding document numbers are submitted to DFAS through varying methods required by the individual DFAS location



# Check

- Remit check to GSA Lockbox at:
  - GSA: Payment for Non-IPAC Statements  
Lockbox 979083  
St. Louis, MO 63197-9000



- Include the account code and statement number on the check!

# PAY.GOV

- Pay with your Purchase Card
- Daily limit of \$24,999.99
- Payment processed within a few days
- Step by Step instructions are available through your FSR



# Best way to manage account(s) and pay bills

➡ **IPAC or SPEEDPAY** ⬅

- Pay bills at the highest level possible
- Routinely check VCSS to ensure bills are being paid in full

# Fund Code Capability in Mileage Express

- GSA Fleet's web based mileage reporting system available via Fleet [Drive-thru](#)
- Use fund code option to breakdown a bill within a BOAC
- New vehicles must be added to the fund code – will not update automatically

**Report Vehicle Mileage**

Search for Tag No.  Class  Tag

Tag No.	Fund Code	Acct. No. 1	Acct. No. 2	Previous Mileage	End		
Tag No.:							
		Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Rolling Mileage							
Days Used							



# You may be wondering

- I only manage the vehicles, what do I do about unpaid bills?
- Why doesn't the statement I downloaded from VCSS reflect the payments that have been made?
- I paid my bill, but my BOAC still shows an outstanding balance. Why?



# SpeedPay

- Access SpeedPay through GSA Fleet Drive-thru
- SpeedPay will show under 'Vehicle Fleet Data' if user has access



# If you don't have access...

 **GSA Fleet Drive-thru**

Fleet Service Representative

Agency Fleet Manager

Other Agency Master User

# SpeedPay Input Methods



# Setting up Automatic Payments

1. Select the Customer Number to update
2. Enter your LOA information to pay your “Monthly Mileage & Non-Accident Billings” or “Accident Billings”
3. Select the “Update” button to load the data into the system and “Refresh” to confirm

**Monthly Mileage & Non Accident Billings By Customer Number**

\* Required fields. Symbols are not allowed.

*Please Enter Customer # and Search*

Search Customer Number:

\* Department:

\* Fiscal Year:

\* Approp.:

\* Limit:

\* BCN OBAN ASN:

Supplemental Accounting Data:

\* FSN/AAA/ADSN:

\* Standard Doc Number:

Last Updated Date:

Last Updated User / Name:

# Charges not automatically paid via SpeedPay

- Historical Statements
- Short Term Rental Charges
- Accident Charges (if left blank in Speedpay)

# SpeedPay Reminders and Suggestions

- Update lines of accounting (LOAs) at start of each fiscal year (FY) or when document number changes
  - Bulk update service available at start of FY
- “By Customer Number” is preferred
- If “By Tag Number” is used, it needs to be updated every time a new vehicle is assigned
- The “Clear” button wipes ALL data from both customer & tag

# Helpful Material



- Sales code definitions
- FAQs
- VCSS User Guide
- VCSS & SpeedPay Desktop Workshop [recording](#)



# Let us leave you with this

PROBLEM

SOLUTION

ASSISTANCE

# If you have questions

- Contact your **Fleet Service Representative** for questions related to your account, charges on your bill, and the information in this presentation
- Contact **businessapps@gsa.gov** or **866-450-6588** for questions related to obtaining access or resetting a VCSS password
- Contact **KC-Accts-Receiveable.Finance@gsa.gov** or **816-926-7037** for questions regarding your VCSS account

# Thank You!

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